

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-063

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH Program Delivery/Infrastructure Delivery/Contract Compliance Section	LOCATION Fresno
WORKING TITLE Assistant Contract Compliance Administrator	POSITION NUMBER 311-001-4800-010	EFFECTIVE 10/26/18

GENERAL STATEMENT:

Under general supervision and direction from the Staff Services Manager II (Director of Contracts & Compliance), the Staff Services Manager I (Assistant Contract Compliance Administrator) will assist in administering policies to ensure the California High-Speed Rail Authority (Authority) and the contractors are compliant with the Federal and State regulatory requirements, which will ensure continual high-speed rail project funding.

The incumbent is responsible for developing and implementing the Authority's contract compliance programs; providing guidance and technical assistance to the contractors, labor unions, workforce development organizations, small businesses, disadvantaged businesses, disabled veteran businesses in educating; monitoring and reporting contract compliance against State and Federal regulations and laws.

The incumbent ensures compliance in accordance with the requirements set forth in the Community Benefits Agreement, Federal and State labor compliance, Federal and State regulations applicable to Small Business, Disadvantaged Business Enterprise and Disabled Veteran Business Enterprise programs, Title VI of the Civil Rights Act of 1964 and 41 Code of Federal Regulations Part 60, as applicable to U. S. Department of Labor-Office of Contract Compliance Program—Mega Project. The duties will primarily be performed from the Fresno office of the Authority.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | <ul style="list-style-type: none">• Plans and organizes Contract Compliance Section functions in order to provide policy making, administration, implementation, and oversight input and feedback of components related to contract compliance operations.• Reviews analytical studies and surveys, formulates procedures, policies, and program alternatives of the project delivery components related to |
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contract compliance operations.

- Oversees contract staff in the Contract Compliance Section responsible for maintaining the highest levels of transparency and accountability in all areas of program requirements and operations.
- Manages the implementation of the Community Benefits Agreement, Federal and State labor compliance, Federal and State regulations applicable to Small Business, Disadvantaged Business Enterprise and Disabled Veteran Business Enterprise programs, Title VI of the Civil Rights Act of 1964 and 41 Code of Federal Regulations Part 60, as applicable to U. S. Department of Labor-Office of Contract Compliance Program—Mega Project to ensure that the Authority and its contractors are in compliance.
- Works cooperatively with contractors, labor unions, federal agencies, community based organizations and the Authority program staff; makes recommendations of actions required to implement the key priorities of the State and Federal contract compliance requirements including, but not limited to, ensuring fiscal reporting integrity is maintained, adhering to State personnel policies and procedures.

35% (E)

- Provides guidance to consultants and other colleagues to ensure that the Contract Compliance Program and administrative goals are executed in a compliant manner, as well as advocates for the implementation of the Community Benefits Agreement and Small Business Program.
- Reviews proposed legislation and advises management on potential impact in regards to the Contract Compliance Program.

30% (E)

- Manages long-range planning and develops standards and performance metrics for the evaluation of Contract Compliance Programs, and helps promote innovation and cost-saving efficiencies.
- Develops project plans and tracks progress of the Authority's compliance with regulatory funding agencies.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; the Authority's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives;

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analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Authority's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Strong critical analytical skills.
- Operate under frequently urgent conditions and demonstrate consistently sound judgment.
- Build and maintain good cooperative working relationships both internally and externally.
- Present materials in an organized, logical and concise manner.

SPECIAL PERSONAL QUALIFICATIONS:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

SUPERVISION EXERCISED OVER OTHERS:

The incumbent provides functional guidance to support staff assigned to the Contracts & Compliance Unit. Specifically, this individual will direct Associate Governmental Program Analysts and office personnel. Workload changes may require the incumbent to exercise general administrative and technical direction/guidance to other staff. On individual projects, the incumbent may serve in a lead capacity over other Authority staff, student assistants or contract staff.

PUBLIC AND INTERNAL CONTACTS:

The Assistant Contract Compliance Administrator will have independent contact with various internal and external entities. The position shall develop and maintain relationships with State Departments of Industrial Relations, General Services and Veterans Affairs; City and County Government representatives, Labor Union Presidents, Community Based Organizations and Small Business firms.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

The incumbent should be able to quickly adapt behavior and work methods in response to new information and priorities, unexpected obstacles; multi-task; develop and maintain cooperative working relationships and display respect for others in all contact opportunities; be decisive and take actions appropriate to existing situations. The incumbent should be able to manage

effectively and maintain focus and intensity under pressure and complete tasks or projects with short notice.

Employee must be able to focus for long periods of time and be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen.

WORK ENVIRONMENT:

The position will generally work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The position will be required to travel outside of their workstation to perform the tasks in the duty statement. The position will be required to visit the high speed rail project at the construction site and be required to wear safety gear, hard hat, reflective vest and boots acceptable to a construction environment. The terrain will have uneven surfaces and may include obstacles that may need to be stepped over or maneuvered around.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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